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**From:** Potokar, Steven </O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=AF61FE2C4F9C4CA5A4F082811268937E-POTOKAR, STEVEN>  
**To:** Soden, Caitlin  
**Sent:** 3/11/2021 3:46:58 PM  
**Subject:** RE: [ACTION REQUESTED]

✓ Potokar.Steven@epa.gov

> Covid Manager

✓ Inbox

920

Potokar, Steven\_Electron Folder

Acting

Steven Potokar  
Region 10 COVID Response Manager, Mission Support Division  
U.S. Environmental Protection Agency, Region 10  
1200 Sixth Ave, Suite 155, MSD 21-J04  
Seattle, WA 98101  
(206) 553-6354

**From:** Soden, Caitlin <Soden.Caitlin@epa.gov>  
**Sent:** Thursday, March 11, 2021 12:25 PM  
**To:** Soden, Caitlin <Soden.Caitlin@epa.gov>  
**Subject:** [ACTION REQUESTED]

If you are receiving this email it means you are one of a lucky few who have been selected as Tier 1 custodians in the matter of the U.S. v. Electron Hydro, LLC 🤖

I am about to submit an initial search and collection request to the eDiscovery division and I want to do a final confirmation of email folder titles to avoid delay.

As soon as practicable, please take a screen shot or snip of your inbox that shows your email address and the full name of the folder or folders in which you file emails relevant to this matter and send it to me via email. Please name the file Last Name, First Name\_Electron Folder.

This for our records in the event that we need to defend our search and collect effort. If you choose to take a screen shot, you may and should crop the screen shot to exclude your other emails. See attached for an example.

Please let me know if you have any questions or need help. Thanks!

**Caitlin M. Soden**  
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U.S. Environmental Protection Agency  
Region 10, Office of Regional Counsel  
1200 Sixth Avenue, Suite 155, M/S ORC-11-C07  
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